DOCUMENT RESUME

ED 355 980 JC 930 147

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TITLE	The GAIN Linkages Internship Project Final Report: Bridging the Gap between Education and Employment.
INSTITUTION	Foothill-De Anza Community Coll. District, Cupertino, CA. Occupational Training Inst.
SPONS AGENCY	California Community Colleges, Sacramento. Office of the Chancellor.
PUB DATE	92
CONTRACT	90-0418
NOTE	46p.
AVAILABLE FROM	Occupational Training Institute, 1765 Scott Blvd., Suite #210, Santa Clara, CA 95050 ($6).
PUB TYPE	Reports - Descriptive (141) -- Tests/Evaluation Instruments (160)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Community Colleges; *Cooperative Education; Institutional Cooperation; *Internship Programs; *Job Skills; Program Descriptions; Program Evaluation; *Program Implementation; Questionnaires; *School Business Relationship; Two Year Colleges; Two Year College Students; Vocational Education; Welfare Recipients; *Work Experience Programs
IDENTIFIERS	*Greater Avenues for Independence

ABSTRACT

The Greater Avenues for Independence Linkages Internship Project (GAIN-LIP), administered by the Occupational Training Institute of the Foothill-De Anza Community College District (FDCCD) in Cupertino, California, is designed to assist recipients of Aide to Families with Dependent Children develop job skills that allow them to become self-sufficient. Participants, who are enrolled through GAIN in vocational programs in the FDCCD, undertake 12-week internships with area businesses, working from 12 to 20 hours each week and earning course credit during the internship period. The first step in implementing GAIN-LIP was the establishment of an advisory committee. Recruitment materials were mailed to 350 members of private industry, leading to the formation of a 22-member advisory committee consisting of 59% private industry. Then, a survey of 350 local businesses and community organizations was undertaken (250 mailed surveys, 100 phone surveys), revealing that 31% were interested in participating in the project and leading to the establishment of a database of 59 internship opportunities. Next, internship needs were identified through a survey of 100 GAIN students and 50 FDCCD faculty and staff, with 75% of the student respondents indicating interest in participating. Following attendance at special workshops, six students undertook internships from January to March 1992, while nine more participated from March through June. Visits made to the internship sites indicated that for all 15 sites, responses were positive. Finally, other internship projects were examined and results of the GAIN-LIP project were disseminated at state workshops and through FDCCD publications. Advisory committee and employer recruitment letters, participant questionnaires, sample student profile forms, project promotional flyers, and GAIN-LIP newsletters are attached. (PAA)

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THE GAIN LINKAGES INTERNSHIP PROJECT FINAL REPORT

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This report is made pursuant to contract/agreement number 90-0418. This project was supported by the Carl D. Perkins Vocational Education Act Title II, Part B, P.L. 98-524, funds administered by the Chancellor's Office, California Community Colleges.

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Greater Avenues for Independence Linkages Internship Project

GAIN-LIP

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Contract Period:
10-1-91 through 5-30-92

GAIN-LIP FINAL REPORT
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GAIN-LIP

EXECUTIVE SUMMARY

The Greater Avenues for Independence Linkages Internship Project (GAIN-LIP) successfully achieved its objective of developing linkages with private industry in Santa Clara County and providing internships to GAIN students within that industry. Santa Clara County historically has had an extremely competitive labor market and GAIN participants without recent work experience have found it difficult to secure positions with a salary that would free them from welfare. Through the internship program, students have been able to experience the labor market first-hand and have gained experience, references and contacts that will serve them well upon graduation.

The Mission Statement of the GAIN-LIP Project summs up the objectives of the program:

To establish a systematic approach to developing a strong network between the Foothill-De Anza Community College District and local industry. To implement a successful internship program that will:

* *Significantly increase the employment rates of "at risk" vocational education students.*
* *Enhance vocational curriculum to meet current business and industry needs.*
* *Increase faculty awareness of business and industry requirements and expectations.*
* *This project will become a model program to be implemented throughout the state of California.*

It was originally anticipated that private industry would be reluctant to participate in the program. Fortunately, however, this was not the case. The economic down-sizing of local industry created a much needed market for interns. GAIN-LIP received an enthusiastic welcome from a variety of businesses who were eager to work with our students. Many companies were willing to take on more than one intern and expressed the desire to develop a long-term relationship with GAIN-LIP to continue internships at their sites.

Students were not as eager to participate in the internship program primarily because they were unaware of its benefits. Workshops were held to educate students about the internship experience and GAIN workers encouraged their students to participate.

Every student and company that participated lauded the program. Companies provided students with a variety of tasks and supervisors were always on hand to offer direction. Students learned about job responsibility, time management and office politics.

It was originally anticipated that GAIN-LIP would place faculty members and staff who worked with GAIN participants in internships as well as students. Due to economic restraints faced by the Foothill-De Anza College District and the unavailability of release time for faculty and staff, those internships were modified and three additional student internships were substituted.

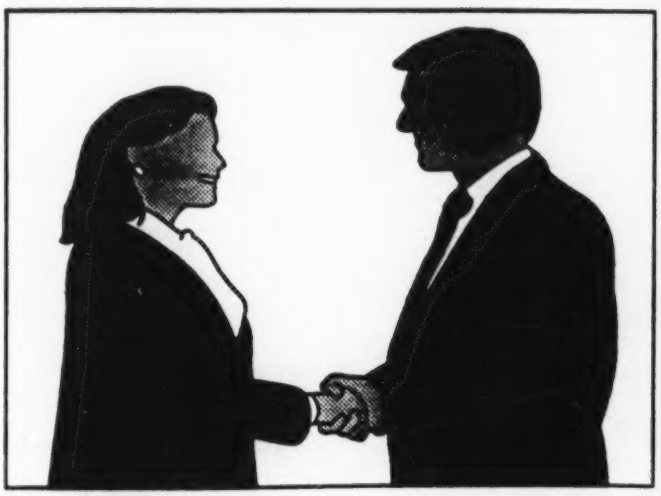
GAIN-LIP has succeeded in educating local industry as well. Due to the GAIN-LIP project, participating employers are much more aware of the vocational programs offered at the Foothill-De Anza campuses and are sensitive to the unique problems which face GAIN students upon entering the "world of work."

GAIN-LIP has successfully diminished the negative stereotypical perception of GAIN participants in local industry and has highlighted the GAIN program as an excellent source of well trained entry-level employees. A comprehensive internship program benefits the participants, Community Colleges, business and industry as well as faculty and staff in developing vocational programs in sync with current labor market demands.

In addition to providing students with an invaluable learning experience, GAIN-LIP also succeeded in achieving the original goals outlined in the proposal which included:

* Developing GAIN-LIP Advisory Committee of community based organizations and members of the private sector.
* Developing close linkages and partnerships with the private sector and community based organizaitons in the implementation of a model internship training program.
* Coordinating resources that enhanced project serrvices and ensured a cost effective program.
* Continuing development of skills training curriculum and materials to match industry current and future labor market needs and requirements.
* Promoting gender equity and improving program services that enhanced the success ful completion of students who are diabled and disadvantaged.
* Disseminating project model and outcomes for replication in other com munities.

The GAIN-LIP project has been very successful and could easily be duplicated throughout the state by other Community Colleges and Community Based Training Organizations. The following report documents the step-by-step procedures used to implement this innovative program.



OBJECTIVES, ACTIVITIES & OUTCOMES

OBJECTIVE 1

Select and form a GAIN Internship Linkages Project Advisory Committee consisting of a minimum of 10 representatives with at least 50% from the private business and industry sector.

Develop recruitment materials to explain the project to industry. Initial contacts will be made by letter and secondary contacts by telephone. On-site presentations will be made to interested organizations. Prospective members will include:

* North Valley Job Training Consortium Private Industry Council
* Foothill Community College Computer Service Repair Technology Advisory Committee
* Applied Sciences Division, De Anza College
* Private Industry Associations in appropriate fields including, San Jose Paralegal Association, Lawyers, Machinist Associations, etc.
* San Jose Chamber of Commerce
* Partnerships in Education, Santa Clara County
* GAIN Greater Avenues for Independence Advisory Committee

The GAIN Linkages Internship Advisory Committee will be established and will meet on a monthly basis.

The Committee will make recommendations concerning the project's plan of action and act as a Mentor/Advisor to the implementation of the pilot project.

NOVA PIC will provide updated labor market trends based on their annual labor market analysis of Santa Clara County.

OUTCOME OF OBJECTIVE 1

Recruitment materials were mailed to 350 members of private industry. Based on the overwhelming response, a follow-up phone call was not necessary. An advisory committee of 22 members, consisting of 59% private industry, was formed. The following private companies were represented: Catholic Charities, Quantic Industries, Bett Spring Company, Aims Laser Products, South Valley Hospital, Anacomp Inc., Westek Data Storage, Hyatt Hotels Corp., Input Output Computer Services, Radiation Detection Company, FEI Microwave, Interface Aviation Inc, and Planned Parenthood of Santa Clara.

The committee met monthly from October through May except for the months of February and April, when a newsletter was substituted for a meeting. Feedback from the committee regarding the newsletter was positive; it provided up-to-date information on the activities of GAIN-LIP without requiring a meeting.

OBJECTIVE 2

Survey 350 members of the private business and industry sector to identify internship opportunities for faculty and students. Information gathered will be included in a data base to promote employer linkages and partnerships in vocational internship opportunities in Santa Clara
County.

A questionnaire will be developed with the assistance of the Project Advisory Committee to survey 350 local private businesses and industries. It will be designed for faculty and students to survey attitudes regarding gender equity and the target populations as outlined in the proposal as well as industry needs and requirements. Additional information will be gathered with input from: The CooperativeEducation Department at De Anza College, The Employment Development Department,The NOVA Labor Market Information Survey, The Occupational Training Institute's Employer Network and Companies identified through industry guides and publications.

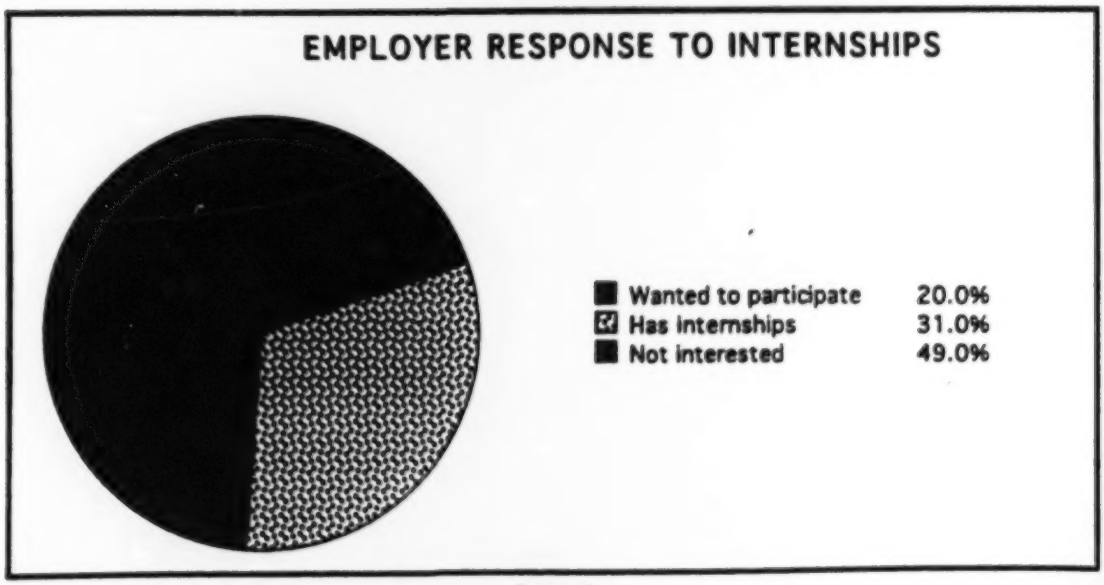
The questionnaire will be mailed to 250 local business and community organizations. Telephone surveys will be conducted with an additional 100 prospective industry participants and their responses recorded. Face-to-face interviews will be conducted by the Co-Directors.

OUTCOME OF OBJECTIVE 2

A survey was conducted with 350 members of private industry to identify internship opportunities. A questionnaire, developed with the input from the Advisory Committee, was mailed to 250 local business and community organizations. Telephone surveys were conducted with 100 additional businesses.

The survey included such information as the size and type of company, number of years in business and the type of product or service offered. The survey also inquired as to the number and type of internships available and whether the company could provide for students, faculty, limited English speakers, Learning Disabled and Non-Traditional Careers.

FIGURE 1



Through the survey we discovered that 20% of the companies contacted were already actively using interns primarily through the State Universities or through special Summer Programs in conjunction with the High Schools. While 31% of the companies contacted were interested in participating in the GAIN-LIP Internship project, 49% were not. The reason most often cited was size. Many small companies feel they do not have the time or the staff to adequately supervise an intern.

In addition to providing information regarding internship opportunities, the results of the survey have enabled faculty and students to survey private industry attitudes regarding gender equity and target populations. All the companies surveyed have active EEO recruitment activities and welcome minorities and women.

A database has been developed to promote employer linkages and partnerships in vocational internship opportunities. The database includes responses from the surveys, internship opportunities and contacts at each of the business surveyed. It will be used by job developers and educators as a reference for students innterested in internships.

OBJECTIVE 3

Survey 150 of the GAIN students, faculty and staff to identify vocational internship needs within Santa Clara County. Information will be compiled and used in the selection process for the pilot project and inclusion in final report.

A survey will be developed to identify the needs of the GAIN students interested in participating in an internship program. Information to be incorporated in the survey will come from these agencies:

* GAIN Participant Advisory Committee
* NASA/Ames Research Center Internship Program
* The OTI Computer Service Technician Internship Program
* The De Anza Medical Assistant Internship Program
* The Stanford Employment Experience Program
* Cooperative Education Department, De Anza College

It will be distributed to 100 GAIN students and 50 staff members of the Foothill/De Anza colleges by the Co-Directors with the assistance of the GAIN Liaisons and the Division Deans.

OUTCOME OF OBJECTIVE 3

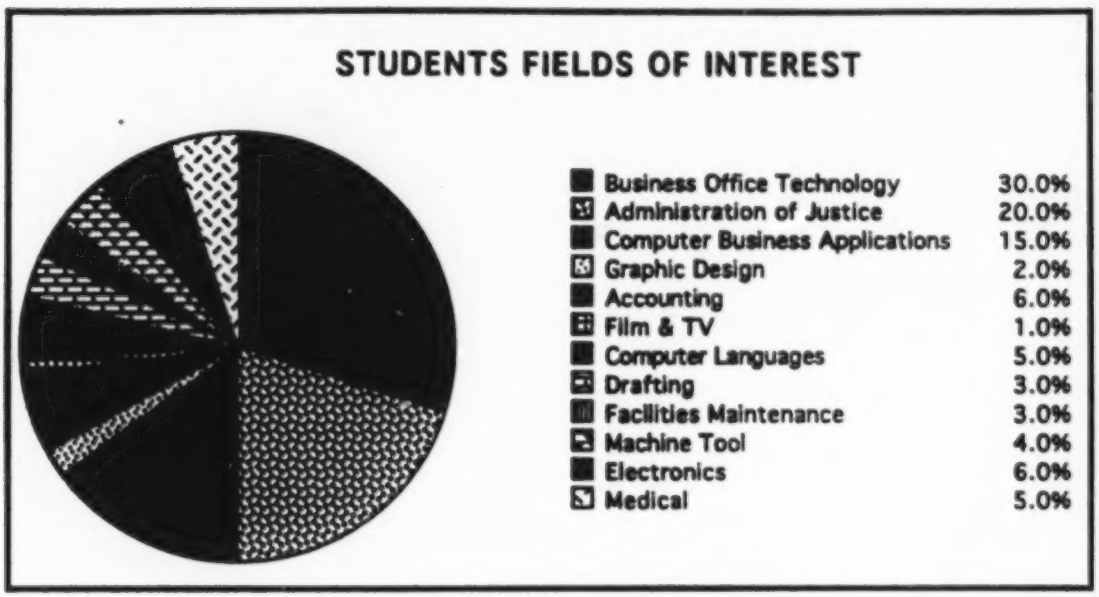
To identify vocational internship needs, 100 GAIN students and 50 faculty and staff were surveyed. The survey was compiled with information from the above-mentioned agencies. Survey forms that were not returned were considered to be a "not interested" response.

Questions included: internship area desired, barriers to participation, primary mode of transportation and how far the student would be willing to travel. Other student information

included Limited English Speaker, Leaning Disabled, Physically Disabled, Non-Traditional Career Choice and ethnic background. See the Attachments section begining on page 17 for an example of the surveys used.

Results were measured by the GAIN-LIP Co-Directors, the Internship Developer and the Internship Assistant. Figure 2 below graphically represents the fields of student interest surveyed and Figure 3 on page 7 represents the fields of faculty and staff interest.

FIGURE 2



STUDENT SURVEY OVERVIEW

In addition, of the 100 students surveyed, 75% were interested in participating in an internship. Of those interested 64 were from De Anza College and 11 were taking classes at Foothill. The need for internship programs was clearly demonstrated in that 89% of those surveyed had no previous experience in their field. Only 16% were willing to travel outside Santa Clara County for an internship.

Demographically, 43% of those surveyed were male, 57% female, 45% were Asian, 4% Black, 11% Hispanicand 32% were white. Moreover, 36% of those interested were limited fEnglish speakers, 4% learning disabled and 1% were physically disabled. Only 5% of those surveyed were in a non-traditional career choice.

Common barriers that would inhibit participation in an internship were as follows:

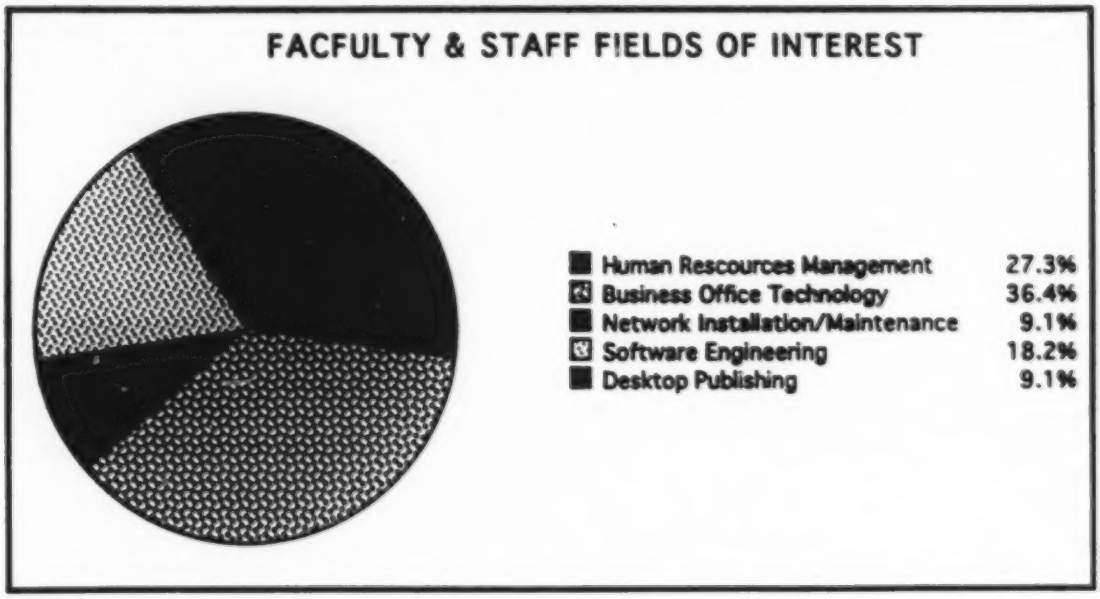
1. Need full time employment. 23%
2. Childcare availability. 16%
3. Transportation problems. 4%
4. Time scheduling. 3%
5. Family problems. 1%
6. Taking too many units. 1%

FACULTY & STAFF SURVEY OVERVIEW

Of the over 200 surveys distributed to facuflty and staff at both Foothill and De Anza Colleges, only 9 possitive responses were returned,8 from De Anza and 1 from the Foothill campus. All surveys not returned were considered to be "not interested" responses.

Of those interested in participating in an internship project, 56% were willing to travel outside of Santa Clara County to participate. Demographically, 44% were male and 56% were female. Ethnically 11% were Asian, 11% were Black, 11% Hispanic and 67% were white. In addition, both faculty and staff felt time constraints and their campus responsibilities would prevent them from participation.

FIGURE 3



OBJECTIVE 4

Survey and prioritize 50 internship opportunities for faculty and students using a set criteria. Information will be compiled to implement an initial pilot program.

The Co-Directors will develop a data base of 50 internship opportunities for GAIN participants and for faculty members within the private sector. Data from the surveys will be compiled to identify the areas of highest need and to coordinate services to address those needs. Employers will be prioritized using the following measurements:

1. Appropriateness of skills to be developed during the Internship.
2. Ratio of Mentor/Advisors to the Intern.
3. Availability of Mentor/Advisor to the Intern.
4. Work environment and safety standards.
5. The promotion of gender equity in the workplace.
6. Company policy toward the hiring of and/or services to economically disadvantaged, learning disabled or English as a second language employees.

Specific problems such as insurance coverage for interns while in the work place, union

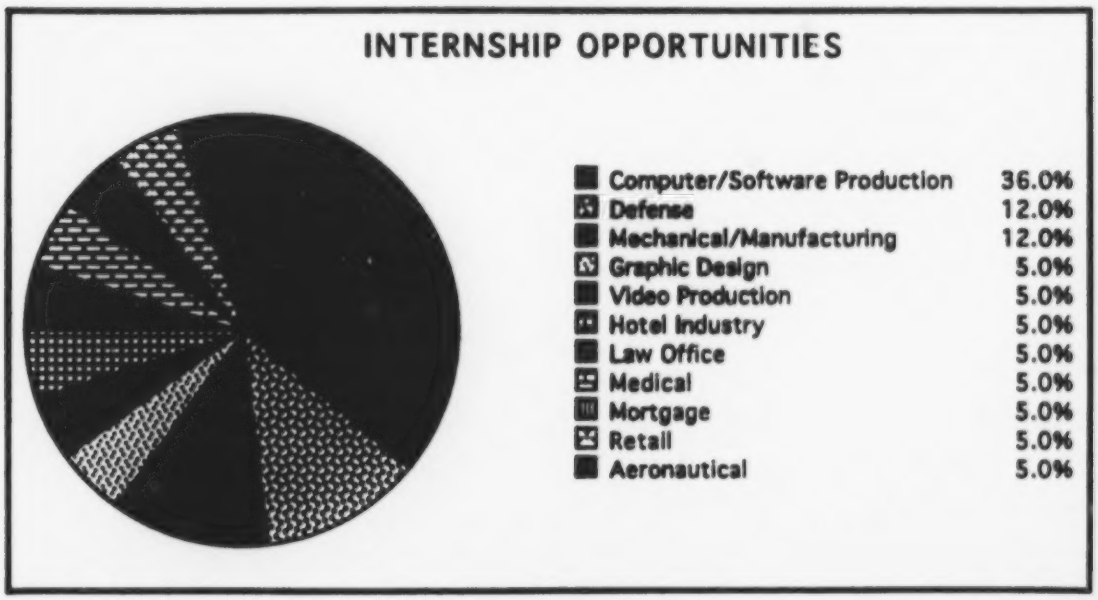
regulations and non-traditional employer bias will be addressed and educational workshops covering these topics will be provided to interested Mentors/Advisors by the Co-Directors.

OUTCOME OF OBJECTIVE 4

A database of 59 internship opportunities was developed and prioritized by the Internship Co-Directors and the Internship Developer based on the above-mentioned criteria. This database is continually added to as companies place requests for interns. The breakdown of current internship opportunities is outlined in Figure 4, located on page 8.

Specific problems of insurance coverage for interns and union regulations were addressed individually with those companies who expressed a concern. Insurance was provided through the Cooperative Education Department of De Anza/Foothill Colleges. Several companies were unable to participate in internships due to union regulations. No non-traditional employer bias was encountered.

FIGURE 4



OBJECTIVE 5

Implement a minimum of 10 student and 3 faculty GAIN vocational internship training opportunities in the private business and industry sector.

A minimum of three workshops will be presented to educate faculty and students to the Internship program. Outreach for students will include the responses from the student questionnaires, the GAIN College personnel, the Career Planning and Placement Center and other student services on each campus. Faculty will be contacted through the faculty surveys, newsletters, campus mailboxes and through the Division Deans.

Interested students and faculty will meet with the Co-Directors on a one-to-one and a group basis to further develop information in order to focus program goals to student/faculty needs. Student internship opportunities will directly relate to their vocational program. Faculty and staff internships would focus on upgrading skills utilizing state-of-the-art equipment in

industry. All internships will be non-paid but could be done for college credit. Faculty Internships could be acknow ledged as staff enhancement or offered as professional growth credit on a campus by campus basis. Internships will be set up on a 12 week timeline for both students and faculty to coincide with the quarter system on the Foothill and De Anza College campus. This time line could easily be adapted to a semester basis depending upon the college need. Interns will be required to work a minimum of 12 and a maximum of 20 hours per week.

A pilot Internship project will be implemented by the Co-Directors during the Spring Quarter of 1992. This pilot project will serve 10 GAIN students and 3 faculty/staff members of the Foothill/De Anza Community College District. Coordination with the Foothill/De Anza

Risk Management Department and the Cooperative Education Department to ensure liability for all Internship participants.

OUTCOME OF OBJECTIVE 5

Four workshops, two at De Anza College and two at Foothill College were presented to educate faculty and students about the Internship program. Fifteen students attended the De Anza workshop; one student attended the Foothill workshop. No faculty members from either College attended either workshop.

Students then met with the Internship Developer on an individual basis and a student file was created. The file included a counseling record, attendance sheets, educational transcript, information release form, internship participant questionnaire, individual internship plan, objectives worksheet, performance agreement, employee evaluation and program evaluation.

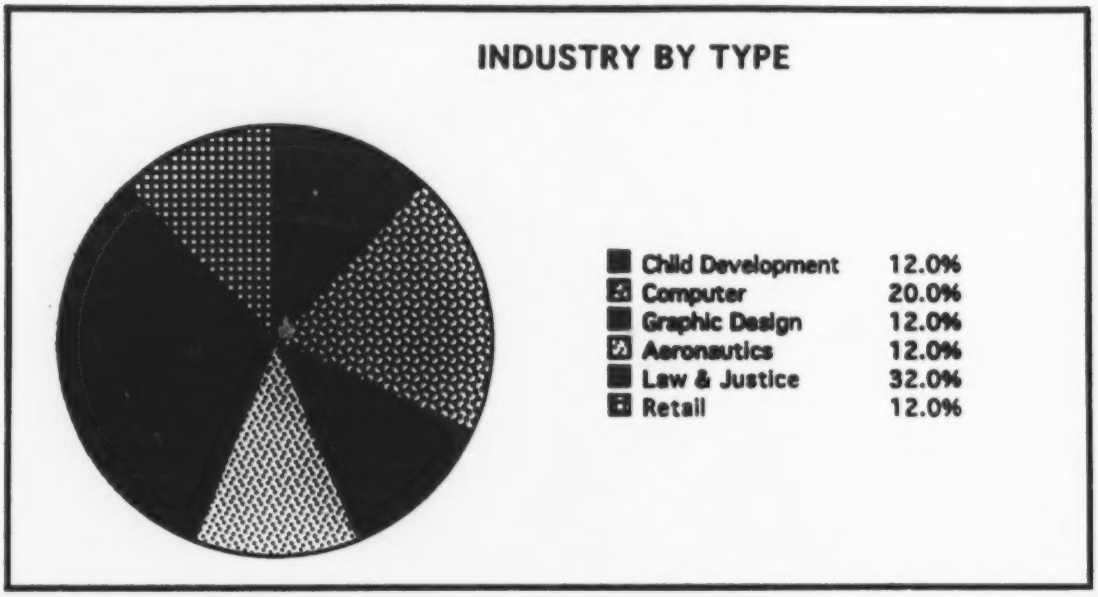
Once a match was made and the student was placed with a company, he/she was enrolled in the DeAnza/Foothill Cooperative Education Department which provides internships for other DeAnza/Foothill students. Through the Cooperative Education Department the student is insured and receives college credit.

The information in the student files was used to monitor the students before and during the internship and as proof of the students participation in order to recieve credit from De Anza's Cooperative Education Department.

Six GAIN students participated in interships during the Winter quarter (January-March) and and nine more participated in the Spring quarter (March-June). Interns were required to work twelve to twenty hours per week for 10 to 12 weeks. One unit of credit was given for every 40 hours of work. The average intern worked 13.5 hours for 11 weeks and received 3 units of credit.

The Figure 5 located on page 10, is a breakdown of private industries by type that participated in the GAIN-LIP internship project.

FIGURE 5



Due to the unforeseen financial difficulties facing the Foothill/De Anza district, release time or professional growth was unavailable to faculty members who wished to participate in an internship. In consideration of the lack of interest by faculty and staff to participate in an internship program, the grant was then modified to substitute 3 student internships in place of the 3 faculty internships.

OBJECTIVE 6

Evaluate the GAIN internship training opportunities by a set criteria through on-sight visits and interviews.

The Co-Directors will make an on-sight visit to interested companies and meet with prospective Mentor/Advisors. Safety conditions, work environment, types of duties required, college liability as well as program objectives and design will be discussed. Prospective industry participants will be evaluated as to the:

1. Appropriateness of skills to be developed during the Internship.
2. Availability/Ratio of Mentor/Advisor to the Intern.
3. Work environment and safety standards.
4. The promotion of gender equity in the workplace.
5. Company policy toward the hiring of and/or services to economically disadvantaged, learning disabled or English as a second language employees.

OUTCOME OF OBJECTIVE 6

The Co-Directors and Internship Developer visited each internship site three times throughout the internship period.

An on-site checklist was completed on the first visit and included the above-mentioned criteria. A folder with company information and the worksite checklist was developed for

each participating company. The student, Internship Developer and industry Supervisor discussed the objectives of the internship and signed a performance agreement stating those objectives and the time frame for their completion. A second visit was conducted by the Internship Developer to monitor the progress of the intern. Feedback was provided by both the student and Supervisor and a progress report was completed for the student file. A final visit was made to discuss the outcome of the internship. In the fifteen internships, all responses were positive.

OBJECTIVE 7

Coordinate this special project with other internship training opportunity projects. Information gathered will be documented and included in the final report to ensure the pilot project will address the needs of the target population.

Throughout the development and implementation process, this GAIN participant project will be coordinated with other internship training opportunity projects including:

* NASA/Ames Research Center Internship Program
* The OTI Computer Service Technician Internship Program
* The De Anza Medical Assistant Internship Program
* The Stanford Employment Experience Program
* Cooperative Education Department, De Anza College

As part of this program additional internship training opportunities within the private sector and community based organizations will be explored and documented. Contacts will include:

* Condie College
* Lawton Business School
* The Copper Connection
* Center for Employment and Training (CET)
* Economic and Social Opportunities (ESO)
* Regional Occupational Project (ROP)
* Santa Clara Adult Education

OUTCOME OF OBJECTIVE 7

Information such as student population served and type of internship opportunities offered,was gathered from the groups outlined in Objective 7 and was used in the structuring and implementation of the GAIN Internship project.

Additional internship training opportunities within the private sector and community based organizations within Santa Clara County were surveyed. None of the above-mentioned organizations currently operated internship programs for their students, although several

expressed an interest in implementing one. Many companies surveyed have an internship program that they handle through the State University system and had not thought of Community Colleges as an additional source of well trained interns.

OBJECTIVE 8

Document, evaluate and disseminate project results and make recommendations to the Chancellor's Office regarding the replication of GAIN vocational internship training opportunities in other communities.

A report will be compiled and published by the Co-Directors with the assistance of the Advisory Committee identifying successful strategies for implementation of a GAIN internship program. The publication will contain information regarding the development of future internship training opportunities including sample surveys, questionnaires, networking linkages, a program design and a step by step guide to implement a successful GAIN internship program at community colleges throughout the state of California.

The publication of survey results, industry input and recommendations will be distributed to the Chancellor's Office, individual Community Colleges within the state, the Department of Social Services Greater Avenues for Independence, Community Based Organizations and Adult Education facilities working with GAIN participants. Publications of the project will be made available to specific Division/Departments of the Community Colleges and individual internship and/or training programs on these sites.

OUTCOME OF OBJECTIVE 8

Project results along with recommendations were documented, evaluated and disseminated as outlined in Objective 8. A report was compiled and published by the Co-Directors, Kären Johnson and Kim Petersen, Internship Developer Delia Gallagher and with the assistance of the GAIN-LIP Advisory Committee. Successful strategies were identified and specific recomendations were made to facilitate the implementation of a GAIN internship program. The publication contains all the informaiton outlined in Objective 8 and will serve as a step by step guide to implement a successful GAIN internship program at community colleges or community based organizations throughout the state of California.

The publication has been distributed to the Chancellor's Office, members of the GAIN-LIP Advisory Committee, each Community College within the state, the Department of Social Services Greater Avenues for Independence, Community Based Organizations and Adult Education facilities working with GAIN participants. As outlined in the original objective, additional publications of the project results will be made available to specific Division/Departments of the Community Colleges and individual internship and/or training programs on these sites on a cost recovery basis.

DISSEMINATION OF THE GAIN-LIP PROJECT

The dissemination of the GAIN-LIP project is fundamental to the overall success of implementing a comprehensive internship program at the community college level. In order to accomplish this goal the following procedures were done.

GAIN-LIP staff attended two Workshops, one in Sacramento and one in Southern California to present the project results. Additional presentations were made to interested employers and their Human Resources Departments as well as the GAIN-LIP Industry Advisory Committee. Other training providers were contacted and given information concerning local internship availability including both Service Delivery Areas of the Job Training Partnership Administration (JTPA) located in Santa Clara County, the Department of Social Services, Greater Avenues for Independence (GAIN), the Employer Training Panel (ETP) and local Community Based Organizations that offer vocational training.

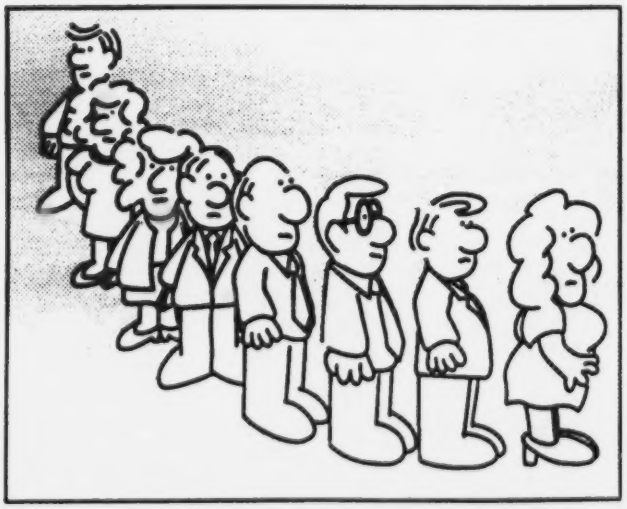
De Anza and Foothill staff were kept informed about the project's progress through the Industry Advisory Committee and direct contact. Other Santa Clara County Community Colleges were kept up to date through the Community College Consortium for GAIN. Other colleges in the State and the State Chancellor's Office were updated through the mandatory Workshops and reports submitted to the Chancellors Office.

A promotional brochure describing the GAIN Linkages Internship Project was developed and mailed to over 350 employers, training providers and other agencies in the local area. In addition, on-site presentations were made whenever requested, to further illustrate the projects benefits and success.

The project Co-Director wrote press releases, public service announcements and articles on the project model which were submitted to educational journals for publication. GAIN-LIP was featured in the Foothill-De Anza *Communications* publication.

This comprehensive report on the project was submitted to the State Chancellor's Office, College Vocational Education Deans, Employment and Training Network, Members of the Advisory Committee, participating employers and other interested parties. An information packet and Project model has been prepared and submitted to State Chancellor's Office.

This report documents and evaluates the project results and makes recommendations to the Chancellor's Office regarding the replication of GAIN vocational internship training opportunities in other communities. The publication contains information regarding the development of future internship training opportunities including sample surveys, questionnaires, promotional materials, networking linkages, a program design and a step by step guide to implement a successful GAIN internship program at community colleges throughout the state of California. These materials will be made available on a cost recovery basis to other interested parties through the Occupational Training Institute.



FOLLOW-UP ACTIVITIES

The primary goal of the follow-up activities has been to ensure the continuation of the program. Companies who have successfully worked with interns are interested in continuing to take students and students are interested in participating in internships for the summer and fall quarters. To ensure the continued success of GAIN-LIP the following steps have been taken:

1. Met with the Advisory Committee to discuss measures for continuity.
2. Scheduled to meet with De Anza Cooperative Education Department to integrate GAIN internships with their internship program.
3. Scheduled to meet with GAIN administrators to discuss success of GAIN-LIP and methods of continuity.
4. Scheduled to meet with GAIN Participant Advisory Committee to discuss effective methods of encouraging student participation in internships.
5. Researching and evaluating the possibility of offering scholarships or other monetary incentives for GAIN students who want to participate in internships.

EVALUATION ACTIVITIES

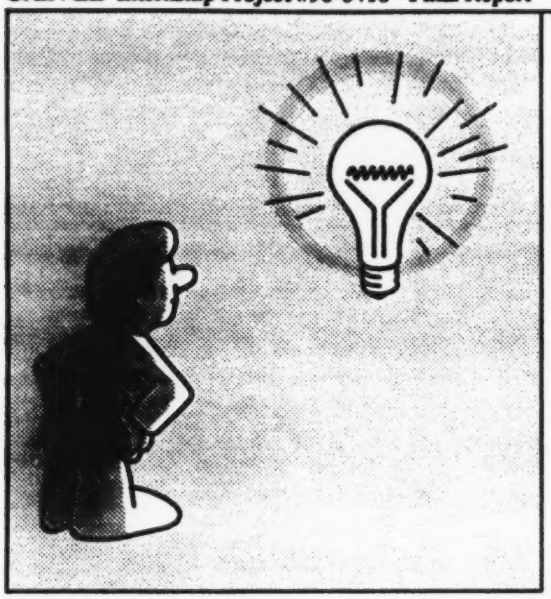
GAIN-LIP was evaluated on a continual basis throughout the program by the Co-Directors and the Internship Developer to ensure progress and the achievment of final goals. The evaluations were documented specifically in the following reports:

Quarterly Report

Evaluated period of July 1, 1991 to December 31, 1991 and reported the status of GAIN-LIP as excellent. Completed activities included: formation of the Advisory Committee, development, publication and dissemination of recruitment materials, participant surveys and employer surveys. The projected start dates were delayed due to delays in receiving the contract, however it was anticipated that goals would still be met by the contract end date.

Final Report

This report measured the final performance against original goals, including modifications. Each objective and activity was reviewed, discussed and evaluated.



MAKING GAIN-LIP MORE SUCCESSFUL

Even the most successful programs can be improved upon, and GAIN-LIP is no exception to this rule. During the Advisory Committee meetings the focus was overcoming private industries reluctance to participate. Committee members were well aware of the obvious benefits to the students to participate, so the benefits to employers were highlighted.

To our surprise, while private industries response was overwhelming, participant involvement lacked the enthusiasm expected. Students were hesitant to participate and did not have a thorough understanding of the benefits of an internship. Since the internships were not required, there was little incentive to participate. Increased concentration on student participation rather than employer participation would benefit any internship program.

Mind set of GAIN students proved difficult to overcome. The funding came in so late that the preparation time was greatly diminished and proved insufficient to truly educate them as to the benefits of an internship. While workshops were provided to educate students and faculty to the internship program, attendance fell short of expected goals. Formal internship preparation from the very beginning of a vocational training program is essential to long term success.

Internship awareness needs to be included in the programs orientation and envolvement supported throughout the program. This would require the envolvement of training providers, counselors, employers and county staff. This would enable the Internship developer to identify possible barriers to participation early in the program so they can be addressed before the internship starts.

Some of the recommendations made by the GAIN-LIP Advisory Committee to strengthen the program included:

* Prepare students at least 2 quarters prior to an internship.
* Clearly outline the importance and value of internships at the beginning of a vocational training program.
* A special pre-internship class should be developed to eleviate fears, teach required work ethics, Job Search techniques such as networking, application completion and interview skills.
* Invite employers as Guest Speakers to motivate students.
* Incentives could be offered by employers in the form of mini-scholarships to assist GAIN students in completing their education.

- A more flexible schedule for internships.
- A faster turnaround time in providing interns to private industry.
- Make internships a mandatory component of a vocational training program.
- Educate GAIN workers and AFDC eligibility workers as to the importance of internships in assisting clients in achieving employment goals.

One way to greatly increase the access to an internship program would be to develop an Open entry/Open exit Work Experience course not restricted to college timelines. Private industry needs do not fit into a quarter or a semester system. Participation was inhibited by problems with timing. Linking Co-op with an open entry/Open exit continuous enrollment work experience course should not present a problem because co-operative education is an independent course. There are no lectures and participants set up their own goals and time frame to accomplish those goals with the worksite supervisor. This would address industries need for a quick response and turnaround time.

Staff internships, even in an ideal situation, would be difficult for several reasons. Private industry is not as interested in working with faculty members as they are with students. Faculty members require a greater amount of the employers time and are less willing to perform some of the mundane tasks often relegated to the intern. Given a choice between a faculty and student intern, the company will opt for the student as the student offers a greater potential for growth and possible employment. There is a definite need to educate employers as to the possibilities, responsibilities and goals of faculty and staff internships and how they can be accomplished in private industry.

One solution to this problem would be to set up a contract with companies, much like an independent contractor, to get information relating to the faculty or staff persons field of study. The term "internships" proved to be negative concerning faculty with employers and instructors. Working as a consultant to gather information to incorporate into curriculum would be much more beneficial than just working at a job.

The required twelve to twenty hour per week time commitment disuaded many faculty members from taking advantage of an otherwise welcome opportunity. Instead, twelve to twenty hours over the entire twelve week period would be more feasible for faculty members and would allow more to participate in the project. Reduced hours would not compromise the initial objective of the project as faculty would still work directly with a supervisor to examine the industry, gather data to enhance classroom instruction and upgrade skills using state-of-the-art equipment.

A central data base is being developed with all existing internship and co-operative education programs on campus. This will allow GAIN-LIP to expand as well as continue the existing relationship with industry and create a larger pool of applicants for internships. A centralized referral and placement center with continuous referrals will provide any internship program with the capability to meet local business and industry needs and insure a successful continuation of the project.

Attachments of Sample Materials

The
OCCUPATIONAL
TRAINING
INSTITUTE
[redacted]

Month, Day, Year
Name
Business Name
Address
City, State, Zip

The Occupational Training Institute (OTI) of the Foothill-De Anza Community College District has been providing Vocational Training and Placement services to the residents of Santa Clara County for the last 16 years. This year we are pleased to be awarded a grant from the California State Chancellor's Office to develop and implement a model internship program. The Greater Avenues for Independence-Linkages Internship Project (GAIN-LIP) will provide non-paid internships to GAIN students and instructors who teach GAIN students.

GAIN is funded through the Department of Social Services to assist Aide to Families with Dependent Children (AFDC) recipients in developing job skills that will allow them to become self-sufficient. Santa Clara County historically has had an extremely competitive labor market and GAIN participants without recent work experience find it difficult to secure positions with a salary that would free them from welfare. GAIN-LIP would enhance their ability to achieve financial independence.

In addition, GAIN-LIP would provide internships for faculty who work with the GAIN student population. This will ensure that the curriculum provided on the community college campus is an accurate reflection of industries needs. These internships are also non-paid and would provide valuable experience to instructors and improve the quality of education on both campuses.

We are currently requesting your participation in the GAIN-LIP Advisory Committee. This committee will meet once a month and serve to identify areas of need within local business and industry as well as evaluate the overall effectiveness of the internship project. Your participation would ensure this project success and would help establish an internship model that would be made available to the Chancellor's Office and community colleges throughout the state.

If you are interested in participating in this innovative project, please contact Kim Petersen at (408) 864-8360 or Kāren Johnson at (408) 554-0645 at your earliest convenience. We are looking forward to an exciting, and with your help, a productive year.

Sincerely,

Kāren Johnson, GAIN-LIP Co-Director

The OCCUPATIONAL TRAINING INSTITUTE

[redacted]

September 3, 1991

Name
Business Name
Address
City, State, Zip

The Occupational Training Institute (OTI) of the Foothill-De Anza Community College District has been providing Vocational Training and Placement services to the residents of Santa Clara County for the last 16 years. This year we are pleased to be awarded a grant from the California State Chancellor's Office to develop and implement a model internship program.

The Greater Avenues for Independence-Linkages Internship Project (GAIN-LIP) will provide non-paid internships to GAIN students and instructors who teach GAIN students. GAIN is funded through the Department of Social Services to assist Aide to Families with Dependent Children (AFDC) recipients to develop job skills that would allow them to become self-sufficient.

GAIN-LIP can offer you highly motivated students to work in your business in a variety of fields at absolutely no cost to your company. Participants major in vocational programs including Paralegal, Business Office Technology, Computer Business Applications, Graphic Arts/Desktop Publishing, Machine Tool, Drafting/Auto CAD and Accounting to name only a few. Internships are non-paid and will be coordinated with the Foothill/De Anza Risk Management Department and the Cooperative Education Department to ensure liability for all internship participants. Your only commitment is to provide the opportunity for a student to acquire hands-on practical knowledge in the career field they have selected.

In addition, GAIN-LIP is committed to providing internships for faculty who work with the GAIN student population. This will insure that the curriculum provided on the community college campus is an accurate reflection of industries needs. These internships are also non-paid and would provide valuable experience to instructors and improve the quality of education on both campuses.

Internships will begin with the Spring Quarter and will be scheduled on a 12 week timeline to coincide with the quarter system on both the Foothil and De Anza College campuses. Interns will be required to work a minimum of 12 and a maximum of 20 hours per week.

The GAIN-LIP staff will support you every step of the way. Personal interviews will insure that the proper match is made between your company and the internship candidate. Internship performance will be monitored by the GAIN-LIP staff and vocational and/or job retention counseling services will be provided on an as needed basis.

If you are interested in participating in this innovative project, please complete the enclosed questionnaire and return it in the self addressed stamped envelope inclosed for your convenience. We are looking forward to an exciting, and with your help, a productive year.

Sincerely,

Karen Johnson, GAIN-LIP Co-Director

GAIN-LIP BASICS:

ALL INTERNSHIPS ARE NON-PAID

NO RISK LIABILITY COVERED BY COOPERATIVE EDUCATION

YOU CHOOSE THE CANDIDATE THAT YOU NEED

TRAINED INTERNS WHO ARE JOB READY

PROFESSIONAL FACULTY TO WORK WITH YOUR STAFF

CURRICULUM DEVELOPED TO MEET YOUR NEEDS

WELL TRAINED EMPLOYEES FOR THE FUTURE

FOR MORE INFORMATION CALL:
(408) 554-0645

No person shall, on the grounds of sex, race, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this project.

This report is made pursuant to contract/agreement number 90-0418. This project was supported by the Carl D. Perkins Vocational Education Act. Title II, Part B, P.L. 98-524, funds administered by the Chancellor's Office, California Community Colleges.

"The activity which is the subject of this report was supported in whole or in part by the U. S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Department of Education, and no official endorsement by the U.S. Department of Education would be inferred."

THE GAIN LINKAGES INTERNSHIP PROJECT

BRIDGING THE GAP BETWEEN EDUCATION AND EMPLOYMENT

oti

...it works.

The Occupational Training Institute
Foothill-De Anza Community College Dist.
1765 Scott Blvd., Suite 210
Santa Clara, CA 95050

(408) 554-0645

WHAT IS GAIN-LIP?

The Occupational Training Institute (OTI) of the Foothill-De Anza Community College District has been providing Vocational Training and Placement services to the residents of Santa Clara County for the last 16 years. This year we are pleased to offer you the **Greater Avenues for Independence-Linkages Internship (GAIN-LIP) Project.**

WHAT IS THE COST?

Nothing! GAIN-LIP will provide non-paid internships to students and instructors. Interns will earn college credit for working in your place of business while learning the skills they need to become competitive in our local labor market. Internships will begin in January. Interns will be required to work a minimum of 12 and a maximum of 20 hours per week. Internships will be coordinated with the Foothill/De Anza Cooperative Education Department, so **liability for all internship participants is insured.**

Your only commitment is to provide the opportunity for a student to acquire hands-on practical knowledge in the career field he/she has selected. Faculty internships will provide valuable experience to instructors and improve the quality of education on both campuses.

GAIN-LIP can offer you **highly motivated students and faculty** to work in your business in a variety of fields at **absolutely no cost** to your company.

WHAT SKILL AREAS ARE OFFERED?

Participants major in vocational programs offered through the Foothill-De Anza Community College District including:

Accounting

Business Office Technology

Computer Business Applications

Computer Service Technician

Drafting/Auto CAD

Facilities Maintenance Technology

Graphic Arts/Desktop Publishing

Machine Tool/CNC

Medical Assistant

Paralegal

and many more!

HOW ARE GAIN-LIP INTERNS SELECTED?

The GAIN-LIP staff will support you every step of the way. You pick the candidate you want. Personal interviews will insure that the proper match is made between your company and the internship candidate.

Internship performance will be monitored by the **GAIN-LIP** staff and vocational and/or job retention counseling services will be provided on an as-needed basis.

HOW CAN MY COMPANY PARTICIPATE?

If you are interested in participating in this innovative project, please contact our office today!

Occupational Training Institute
Direct Placement Services
GAIN-LIP
1765 Scott Blvd., Suite 210
Santa Clara, CA 95050

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Greater Avenues for Independence-Linkages Internship Project (GAIN-LIP)
Internship Questionnaire

Company Name: _____

Mailing Address: _____

City: _____ **Zip:** _____ **Phone:** (____) _____

Company Representative/Title: _____

Street Address (if different from above): _____

City: _____ **Zip:** _____ **Phone:** (____) _____

Could you provide Internships for: **Students** ___Yes ___No **Faculty** ___Yes ___No

Limited English Speakers ___Yes ___No **Learning Disabled** ___Yes ___No

Physically Disabled ___Yes ___No **Non-Traditional Careers** ___Yes ___No

Approximate Number of Internships you would be willing to provide: _____

Areas Internships would be available (mark all that apply):

_____Business Office Technology	_____Auto CAD/Drafting
_____Facilities Maintenance Technology	_____Computer Service Repair
_____Accounting	_____Computer Business Applications
_____Graphic Arts/Desktop Publishing	_____Machine Tool
_____Paralegal	_____Medical Reception
_____Medical Assisting	_____Medical Laboratory Assistant
_____EKG Technician	_____Computerized Numerical Control
_____Computer Languages	_____Computer Applications

_____Other: Describe. _____

Company Information

Type of Company: ___Public ___Private ___For Profit ___Non-Profit

Company Size: ___1-25 employees ___26-50 employees ___51-100 employees

___100 - 500 employees ___Over 500 employees

Years in Business: ___0 to 5 years ___6 to 10 years ___11 to 25 years ___over 25 yrs.

Type of Product or Service: _____

GAIN-LIP/002/91/kcj

Greater Avenues for Independence-Linkages Internship Project (GAIN-LIP)
Internship Participant Questionnaire

Name: _____

Mailing Address: _____

City: _____ **Zip:** _____ **Phone:** (____) _____

Street Address (if different from above): _____

City: _____ **Zip:** _____ **Phone:** (____) _____

Career area Internship desired:

____	**Business Office Technology**	____	**Auto CAD/Drafting**
____	**Facilities Maintenance Technology**	____	**Computer Service Repair**
____	**Accounting**	____	**Computer Business Applications**
____	**Graphic Arts/Desktop Publishing**	____	**Machine Tool**
____	**Paralegal**	____	**Medical Reception**
____	**Medical Assisting**	____	**Medical Laboratory Assistant**
____	**EKG Technician**	____	**Computerized Numerical Control**
____	**Computer Languages**	____	**Computer Applications**
____	**Other: Describe.** _____		

_____

_____

Confidential Intern Information

Major: _____

Check all categories that apply: **Limited English Speaker** ___Yes ___No

Learning Disabled ___Yes ___No **Physically Disabled** ___Yes ___No

Non-Traditional Career Choice ___Yes ___No **DOB:** _____ **Sex:** ___M ___F

What is your ethnic/racial background (mark only one): **Decline to Answere:** _____

ASIAN
___Cambodian
___Chinese
___Indian
___Japanese
___Korean
___Laotian
___Filipino
___Guamanian
___Hawaiian
___Vietnamese
___Pacific Islander
___Samoan
___Other Asian

HISPANIC
___Central American
___Mexican/Mexican American/Chicano
___South American
___Other Hispanic

OTHER
___AmIndian/Alaskan Native
___Black, Non-Hispanic
___Other Non-White
___White

GAIN-LIP/002/91/kcj

GAIN-LINKAGES INTERNSHIP PROJECT
FACULTY PARTICIPANT SURVEY

Name: _____ **SS#** _____

Campus: ____ **De Anza** ____**Foothill** **Classes taught:** _____

_____

Would you be interested in participating in an internship? ___**YES** ___**NO**

Goal of internship: _____

_____

_____

In which career areas would you be most interested? **(Please list in order of preference)**

#1. _____
#2. _____
#3. _____

Is there anything that might prevent you from participating in an internship program?

Please explain: _____

_____

Hours per week available? _____

How far would you be willing to travel to an internship?

____ **Alameda County** ____ **San Francisco County**

____ **San Mateo County** ____ **Santa Clara County**

Any specific areas within these counties? Please explain: _____

_____

DOB: _____ **Sex:** ___**M** ___**F**

What is your ethnic/racial background (mark only one):

ASIAN
___Cambodian
___Chinese
___Indian
___Japanese
___Korean
___Filipino
___Guamanian
___Hawaiian
___Laotian
___Vietnamese
___Pacific Islander
___Samoan
___Other Asian

HISPANIC
___Central American
___Mexican/Mexican American/Chicano
___South American
___Other Hispanic

OTHER
___A Indian/Alaskan Native
___Black, Non-Hispanic
___Other Non-White
___White

GAIN-LIP 005/92

Greater Avenues for Independence-Linkages Internship Project (GAIN-LIP)

Internship Opportunity

Company Name: _____

Mailing Address: _____

City: _____ **Zip:** _____ **Phone:** _____

Internship Code Office Use Only
_____
Internship Number

Company Representative/Title: _____

Internship Opportunity Information

Internship: _____ **Number Available:** _____

Description of Duties: _____

_____

_____

_____

Working Hours: _____ **Days:** _____

Dates: _____ to _____ **Weekly Hours:** _____ **(20 hours maximum)**

Required pre-placement interview? ___Yes ___No **If yes, person to contact for interview:**

Name: _____ **Phone:** _____

Worksite Address (if different from Mailing Address)

Street: _____

City: _____ **Zip:** _____ **Phone:** _____

Minimum Skills required for this position: _____

_____

_____

_____

Ratio of Interns to Supervisors: _____

Is bilingual supervision available? ___Yes ___No **Language:** _____

May we refer:

Educationally Handicapped? ___Yes ___No **Physically Handicapped?** ___Yes ___No

Is worksite wheelchair accessible? ___Yes ___No **Public Transportation:** ___Yes ___No

GAIN-LIP/001/91/kcj

Sample Student Profile A

GAIN PARTICIPANT'S NAME

EDUCATION:

De Anza College, Cupertino, CA, 1990-present
Certificate of Achievement, CBA
Certificate of Proficiency, Accounting
(expected 10/92)

West Valley College, Saratoga, CA, 1989
AA Degree, Early Childhood Education

DE ANZA COURSEWORK:

-Principles of Accounting
-Intro. to Spreadsheets
-Intro to PC DOS
-Intro. to dBASE III +
-Intro. to PC Telecommunications
-Intro. to Microsoft Windows
-Word Processing

SKILLS:

-Filing
-Multi-line Phones
-Typing
-10-Key

EXPERIENCE:

San Mateo School District, San Mateo, California, 1972-1976
Instructional Aide
Assisted elementary school teachers in various capacities.

Juvenile Probation Department, Santa Clara Co.,1978,6 months
Clerk 1
Responsible for processing forms and other clerical duties.

Fabricland, San Jose, California 1988, 9 months
Sales Clerk
Assisted customers in sale and purchase of fabrics.

Sample Student ProfileB

GAIN PARTICIPANT'S NAME

EDUCATION:

De Anza College, Cupertino, CA, 1991
AA Degree, Machine Tool Technology & Analytic Trigonometry

Center for Employment and Training,San Jose, CA, 1989
Machinist Training

Addis Abeba University, Addis Abeba, Ethiopia,1972
Liberal Arts Degree

Asmara Technical High School, Asmara, Eritrea 1968
Machine Shop Training

DE ANZA COURSEWORK:

- Fundamentals of Drafting
- Materials and Processes
- Basic Machine Tools and Processes
- Machine Practice: Lathes, Drills & Measurement
- Machine Practice: Milling, Saws & Measurement
- Intro to Computer-aided Numerical Control Machine Tools
- Tool Design & Tool Room Practice
- Intro to Die and Mold Design
- Machine Blueprint Reading
- Computer-aided Numerical Control Programming & Operation
- Applied Geometric Inspection

SKILLS:

- CNC Machine Operator and set up, mills
- Blue Print Reading and Shop Math
- CNC Programming, mills and lathes
- Engine Lathes and Milling Machines
- CAD

EXPERIENCE:

Refugee Services, Austin, Texas, 1987-88
Intake Specialist
Completed and filed intake forms. Processed clients by photographing and finger printing.

Catholic Sisters High School, Khartoum, Sudan, 1979-87
Mathematic and Science Instructor
Courses Taught: Algebra, Trigonometry, Chemistry and Physics.

Machine Shop, Addis Abeba, Ethiopia
Lathe Operator
Duties included: Operating milling machines, saw and grinders.

No person shall on the grounds of sex, race, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this (program or project).

This Supervisors Guide is made pursuant to contract/agreement number 90-0418. This project was supported by the Carl D. Perkins Vocational Education Act. Title II, Part B; P.L. 98-524, Funds administered by the Chancellor's Office, California Community Colleges.

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Oti ...it works.

The Occupational Training Institute
Foothill-De Anza Community College District
21250 Stevens Creek Blvd. Cottage #2
Cupertino, CA 95014

GREATER AVENUES FOR INDEPENDENCE

LINKAGES INTERNSHIP PROJECT

Bridging the gap between education and employment.

SUPERVISORS GUIDE

Occupational Training Institute-Foothill/De Anza Community Colleges

The OCCUPATIONAL TRAINING INSTITUTE

Dear Worksite Supervisor:

Thank you for your participation in the Greater Avenues for Independence-Linkages Internship Project.

As a Supervisor, you play a vital role in the success of the GAIN-LIP program through your daily contact with the participants. Your support and encouragement will provide our interns with an invaluable work experience.

The GAIN-LIP staff is committed to supporting you and your intern every step of the way. Internship performance will be monitored by the Internship Coordinator through site visits and a six-week progress report. Any questions or concerns on behalf of you or your intern will be immediately addressed by the Internship Coordinator.

Liability for all Internship participants is insured through the Foothill/De Anza Cooperative Education Department. A proof of liability is enclosed.

Thank you once again for your involvement in the GAIN-LIP program. We are confident that it will prove a rewarding experience for both you and your intern.

Sincerely,

Delia Gallagher, GAIN-LIP Internship Developer

GREATER AVENUES FOR INDEPENDENCE LINKAGES INTERNSHIP PROJECT GOALS

The Greater Avenues for Independence-Linkages Internship Project (GAIN-LIP) is funded by a grant from the California State Chancellor's Office and operated by the Occupational Training Institute (OTI) of the Foothill-De Anza Community College District.

GAIN-LIP will provide non-paid internships to GAIN students and instructors who teach GAIN students. GAIN is funded through the Department of Social Services and assists Aid to Families with Dependent Children (AFDC) recipients in developing job skills that will allow them to become self-sufficient.

Internships are scheduled on a 12 week timeline to coincide with the quarter system on both the Foothill and De Anza College campuses. Interns are required to work a minimum of 12 and a maximum of 20 hours per week.

GAIN-LIP goals:

1. To assist participants in becoming self-sufficient by increasing their employment potential.
2. To acquaint participants with the work environment and enhance and stimulate their attitude toward employment and employment responsibilities.
3. To provide participants with opportunities to explore potential career fields and to develop marketable skills through work experience.

BEST COPY AVAILABLE

GAIN-LIP

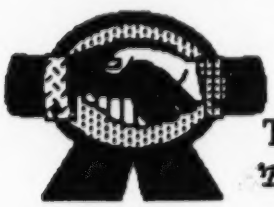
The GAIN Linkages Internship Project (GAIN-LIP) can offer you hands-on experience in private industry. This is your opportunity to:

- **EARN ADDITIONAL COLLEGE CREDIT**
- **ACQUIRE RECENT WORK EXPERIENCE**
- **INCREASE YOUR FUTURE EMPLOYMENT OPPORTUNITIES AND EARNING POWER**
- **INTERNSHIPS DEVELOPED IN YOUR CAREER FIELD**
- **PARTICIPATION WILL NOT AFFECT YOUR AFDC GRANT OR YOUR CHILDCARE**

GAIN-LIP PARTICIPANT WORKSHOPS

De Anza College	Foothill College
Friday	Wednesday
March 20, 1992	March 18, 1992
1:30 - 3:00pm	1:30 - 3:00pm
El Clemente Room	Room E-3

For more information call (408) 864-8360 or (408) 554-0645 today!



* No person shall, on the grounds of sex, race, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this project.

The GAIN Linkages Internship Project

'Bridging the gap between education and employment.'

ANNOUNCING

Internships in private industry to upgrade your knowledge in specific technical and academic fields are now available to interested faculty and staff at Foothill and De Anza College. These internships are offered through the GAIN Linkages Internship Project implemented by the Occupational Training Institute (OTI). If you are interested in participating call Delia Gallagher at (408) 554-0645.

INFORMATIONAL WORKSHOP
De Anza College
Friday
March 20, 1992
1:30 - 3:00 pm
El Clemente Room

* No person shall, on the grounds of sex, race, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this project.

The GAIN Linkages Internship Project

'Bridging the gap between education and employment.'

GAIN-LIP Up to date

Newsletter of the GAIN-LIP Project

February 17, 1992

GAIN-LIP A SUCCESS

We are pleased to report that GAIN-LIP has received an enthusiastic welcome from private industry in the Silicon Valley. A number of companies have inquired about details and are interested in arranging a long-term internship program with DeAnza-Foothill students. Every company has expressed support for the program and a desire to be a part of GAIN-LIP's success. The chart below provides a breakdown of the responding companies by field:

Total Number of Companies:	22
Computer/Software Production:	8
Defense:	3
Mechanical/Manufacturing:	3
Graphic Design:	1
Video Production:	1
Hotel Industry:	1
Law Office:	1
Medical:	1
Mortgage:	1
Shopping Mall:	1
Aeronautical:	1

Many of these companies are interested in training more than one intern, so the actual number of internship positions available is approximately forty.

COMPANY CONCERNS

Some responding companies have expressed concern about liability. The Foothill-DeAnza Community College District is permissably self insured for Worker's Compensation under the State of California Department of Industrial Relations Certificate of Consent to Self-Insure. Therefore, any student participating in an approved internship is insured for Worker's Compensation under this policy.

Continued on page 2...

GAIN-LIP ADVISORY COMMITTEE MEETING

The next GAIN-LIP Advisory Committee Meeting will be Thursday, March 19 at 3:00 p.m. in the El Clemente Room at De Anza College in Cupertino. GAIN-LIP would like to express our appreciation to the members of our Advisory Committee who have provided our project with invaluable support and encouragement.

Advisory Committee Members include, Maria Banatao, Dean of Applied Sciences and OTI Director De Anza College; Jess Bosquez, Alms Laser Products; Karen Coley, Radiation Detection Co.; Dan Dishno, OTI-Foothill College; Wendy Denham, Anacomp Inc.; Gregory Gramby, Input Output Computer Service; Rhonda Hayes; Frank E. Horst II, Interface Aviation, Inc.; Joe Joaquin, Catholic Charities; Shirley Kawazoe, Career Life Planning Center; Marlene Larsen, Career Life Planning Center; Vincent Lowery, Hyatt Hotels Corp.; Ruth Miller, Renew; Jim Moretti, Bett Spring Co.; Anne Oney, De Anza College; Walter Remy, Westek Data Storage; Julio Rivera, Quantic Industries; Margaret Symons, GAIN Student Representative; Ann Tamura, Social Services and Jim West, FEI Microwave.

All those interested in GAIN-LIP are invited to attend our Advisory Committee Meeting. We will be reviewing the Winter quarter internships as well as previewing those arranged for the Spring. Students who have completed Winter quarter internships will give us a first-hand report about their experience and we will have an updated list of interested companies and students. We're looking forward to see you there!

Bridging the gap between education and employment.

GAIN-LIP A SUCCESS continued from page 1.

Another company concern has been union regulations. As union rules may vary, individual companies must inquire as to the legality of hiring interns within their union. Some companies are still researching union rules while others have been given union approval since interns are non-paid.
Some of the larger corporations require a background check, and this is taken into consideration when identifying potential interns. Defense corporations also require that interns are U.S. citizens.

The student response has also been very encouraging. Students realize the benefits of gaining some work experience before they graduate and have welcomed the opportunity to become an intern. Twenty-five students were initially targeted, based on their class standing and ability to successfully complete the internship and their coursework. Every interested student has met individually with the Internship Developer to assess his/her needs and abilities. The following chart outlines the majors of those students:

Total number of responding students: 23

Business Office Technology:	6
Administration of Justice:	4
Computer Business Applications:	3
Graphic Design:	2
Accounting:	2
Film & TV:	2
Computer Languages:	1
Drafting:	1
Facilities Maintenance:	1
Machine Tool:	1

HOW DOES IT WORK?

The process of arranging the internship begins once the interested student or company has met with the Internship Developer and a profile of needs and abilities is developed. Profiles of both students and companies are maintained to ensure an accurate and successful match. When a potential match is identified, an interview, for the benefit of the student and the company, is conducted. Exact working days and hours are arranged by the supervisor and the intern and approved by the Internship Developer.

WINTER QUARTER INTERNS

Currently, we have six GAIN students in internships, more than half way to our goal of ten! These students work from January until the end of March and will receive credit for the Winter Quarter. All students placed after this time will receive credit for the Spring Quarter.

The students currently in internships are working an average of 13 hours per week for a ten week period. These students maintain close contact with the Internship Developer to monitor progress and so far all have been pleased with their supervisors and companies. The four companies currently working with interns are: **Apple Computer, LSI Logic, Cannonball Graphics and NASA/AMES** (3 interns).

These companies have been very cooperative in working with the intern to establish learning objectives and to ensure that they are met. The supervisors provide constant guidance and encouragement for the intern and are in contact with the Internship Developer to monitor progress.

INFORMATIONAL WORKSHOPS

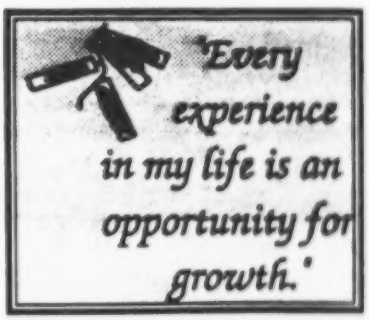
To ensure that the GAIN-LIP program is available to all interested students, two of three introductory workshops were held on February 4th at De Anza and February 5th at Foothill.

The workshops provided students with an explanation of the purpose of GAIN-LIP and a detailed list of internship possibilities. For many students, the workshops provided the impetus to begin thinking about career opportunities or working in an internship next year.

An important component of the workshops was the student survey. The survey was created to accurately assess the needs of GAIN students and their interest in internships. The survey includes questions about what fields the student is interested in, how far he/she would be willing to travel and how many hours he/she could commit to an internship.

Surveys are being completed by GAIN students on a continual basis and results will be compiled by May. The results will enable GAIN-LIP to establish internships in the students' areas of interest as well as provide companies with more information about GAIN students.

Additional workshops will be held immediately before the Spring Quarter to encourage even more students, faculty and staff to take part in the internship program.



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GAIN-LIP Up to date

Newsletter of the GAIN-LIP Project

April 17, 1992

GAIN-LIP STATUS REPORT

GAIN-LIP has successfully met its goal of ten student interns in private industry! So far, 12 students have participated in an internship since the Winter quarter and all of them have spoken highly of their experience.

Each intern worked directly with a supervisor who offered their time and guidance and helped GAIN interns learn more about their field. We have presented the following employers with a certificate to acknowledge their participation in the program and to thank them for the opportunity that they have given to our students:

Dianna Ballesteros, *Apple Child Care Center*
Kris Rapazzini & Teresa Busch, *Advent Group Ministries*
Lisa Brunner & Dave Payne, *Cannonball Graphics*
Diana Morales, *Law Office of Robin Yeamans*
Frances Hagen & Shannon Groters, *LSI Logic*
John Hohulin, Nancy Breed & Sherry Heard, *Signetics*
Willa Dawson, *Teen Enrichment Center*
Vardy Shtein, *Vardys Jewlers*

Feedback from the exit interviews conducted with companies that participated in Winter quarter internships was very positive. Each company felt that they had benefitted from the interns skills and that the intern had acquired new knowledge and skills as a result of the experience. We know that they were pleased with our students as each company requested an intern for the Spring quarter!

STAFF/FACULTY INTERNSHIP UPDATE

The response to faculty/staff internships has been slow as few faculty and staff members are able to take advantage of this opportunity due to the required twelve to twenty hour per week time requirement. We had originally planned that faculty would be allowed release time to participate in an internship, yet due to the financial constraints of the Foothill/De Anza Community College District this is not possible.

We have since modified the time requirement to twelve to twenty hours for the quarter. This makes it possible for a full time faculty or staff person to consult with a professional in their field, learn of new developments and update their skills for more effective classroom instruction.

FINAL ADVISORY COMMITTEE MEETING

Our final Advisory Committee meeting will be Thursday, May 14 at 3:30 p.m. in the Biology and Health Services Office Conference Room. An agenda and map is enclosed. This meeting is not to be missed as we will be featuring two guest speakers and presenting certificates to all Advisory Committee members. Our speakers will be **Margaret Symons**, a GAIN student who will be discussing her experiences as an intern at the ***Teen Enrichment Center*** and **John Hohulin**, an Employment Specialist with ***Signetics*** who is currently working with three interns and has been an avid supporter of our program.

Bridging the gap between education and employment.

GAIN-LIP INDUSTRY ADVISORY COMMITTEE MAP
3:30PM TO 5 PM

WARNING! YOU MAY RECEIVE A CITY OF CUPERTINO PARKING TICKET IF YOU DO NOT PAY FOR PARKING ON CAMPUS. MACHINES ARE LOCATED IN EACH LOT. PURCHASE A VISITOR'S PARKING PERMIT AND PLACE IT FACE UP ON YOUR DASHBOARD. PERMITS PURCHASED AT THE MACHINES ARE GOOD FOR ONE DAY ONLY.

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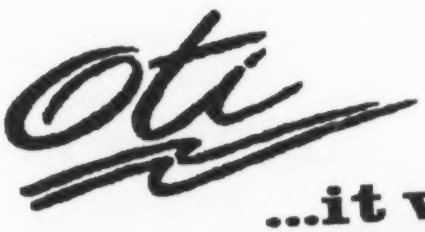
This Final Report on the GAIN-LIP Internship Project was compiled and written by Kären Johnson and Delia Gallagher. The GAIN-Lip project was administered by the Occupational Training Institute of the Foothil-De Anza Community College District.



...it works.

The Occupational Training Institute
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